

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Management Officer, MIS

FROM : Chief, Records Management Branch

SUBJECT: Air Raid Emergency Plan

DATE: 9 April 1954

1. In accordance with your recent request, I have reviewed the requirements pertaining to the Air Raid Emergency Plan. There is attached a copy of the regulations that were developed some time ago for this building. They appear to be adequate and the only revisions required are those pertaining to the personnel required for the various duties as outlined in the attachment.

2. When this plan has been completed, one copy should be sent to the Security Office, Attention: [REDACTED] A copy of the floor plan showing space layout should be attached. Please let me know if there is anything further you wish done in connection with the Air Raid Emergency Plan.

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## Attachments

Air Raid Emergency Plan  
Floor Plans (1st & 2nd floors) [REDACTED]

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